



## Georgia Department of Revenue Motor Vehicle Division

### Instructions for 2006 Motor Vehicle Dealer, Distributor, Manufacturer & Transporter Tags

On November 15, 2005, the Department of Revenue's Motor Vehicle Division will begin accepting applications for 2006 dealer, distributor, manufacturer and transporter tags. Applications will be accepted by mail or drop-off box only and processed in "date-received" order. Only first time dealers may apply in person to receive their permanent twelve-digit (12) Customer ID number and tags. The mailing address and drop-off box locations are on the last page of these instructions. Each time the MV-6, MV-6A and MV-6B application forms are submitted, all required licenses and documents must be submitted.

To avoid unnecessary delays in the issuance of your tags, please review the revised applications and read all of the instructions because there are new requirements and fees for the issuance of these tags and there are limits to the number of additional dealer tags that will be issued. Please apply promptly. Tags issued for 2004 and 2005 expire at midnight on December 31, 2005. You cannot legally operate a vehicle with an expired tag and you can not process title and registration transactions through the Department or County Tag Offices.

#### What's New for 2006?

- **IMPORTANT NOTICE:** The renewal of your tags is subject to non-renewal if you have any outstanding tax liabilities or non-filed tax returns. Contact your nearest DOR field office or the Registration & Licensing division for additional information pertaining to tax liabilities and non-filed tax returns at (404) 417-4490.
- Beginning with the 2006 registration year, dealer, distributor, manufacturer and transporter tags will be issued annually and 2006 tags must be renewed before December 31, 2006.
- Tags issued to Franchise dealers (new vehicles), Motorcycle Dealers, Distributors, Motorcycle Distributors, Manufacturers, Motorcycle Manufacturers, Trailer Dealers and Mobile Home Dealers will differ in color from tags issued to Independent dealers (used vehicles), Used Parts Dealers and Transporters.
- Franchise dealers and Independent dealers may only obtain three (3) dealer tags, i.e., one (1) master tag and two (2) additional tags, without a certification of the number of vehicles sold at retail the previous year or a declaration of the projected number of vehicles that will be sold at retail in 2006. When a dealer applies for more than two (2) additional tags, the dealer must certify the total number of retail sales for the previous calendar year. If a dealer was not in business the previous calendar year, the dealer must declare the number of retail sales projected for 2006 and provide a copy of the vehicle inventory with the application. Form MV-6B is required for the dealer's certification or declaration. Only one (1) additional tag will be approved for every actual or projected retail sale of 20 vehicles.
- Dealers, distributors, manufacturers and transporters must include the Department's cost to mail the tags and registrations. The schedule of mailing fees is on the last page of these instructions.
- If the dealer, distributor, manufacturer or transporter chooses to pick up their tags, the mailing fees should not be included with the payment for the tags. The dealer, distributor, manufacturer or transporter will be contacted after the tags and registrations are processed to schedule a date and time for pick up from our location in Hapeville (window 15).
- Dealers, distributors, manufacturers and transporters must validate their established places of business in Georgia by submitting photographs of their signs, sales rooms or offices and their lots and proof of publicly listed Georgia telephone numbers with their applications.
- Employees or officers of a dealership, distributor and manufacturer may only operate vehicles with dealer, distributor or manufacturer tags. Employees are defined as persons working for these businesses at least 36 hours per week. No dealer, distributor or manufacturer may use or permit to be used a tag for privately owned vehicles, cars for hire, for lease or vehicles used in the operations of a dealership such as rentals, delivery, courtesy or other manner.

### Application Forms (MV-6, MV-6A and MV-6B) and Fees

- Form MV-6 is required of all applicants and must be completed and submitted for each category or established place of business and used to order additional tags for Motorcycle Dealer, Distributor, Motorcycle Distributor, Manufacturer, Motorcycle Manufacturer, and Transporter.
- Form MV-6A must be signed and submitted by the person authorized on the MV-6 application if additional persons are to be considered authorized agents for the dealership, distributor, manufacturer or transporter. Form MV-6A is also required to remove an agent's authorization.

- Form MV-6B is required if a Franchise dealer or Independent Dealer applies for additional tags other than the master tag and two (2) additional tags the law allows.
- Each application must be completed in full, signed, typed, electronically completed and printed or legibly hand-printed.
- The full, legal name of the company, business, firm, corporation, LLC and D/B/A and established place of business must be exactly the same on the application and any required issued certificate or license.
- Checks and money orders must be made payable to the Department of Revenue for the tag fees, franchise fees (Franchise dealers only) and mailing fees if tags are to be mailed.
- The annual fee for a master tag is \$62.00. The annual fee for one (1) additional tag is \$12.00. The annual franchise fee is \$25.00.

## **Requirements Checklist for each Tag Category**

### **Franchise Dealer**

- A franchise dealer means any person with an established place of business in Georgia engaged in the business of buying, selling, exchanging or leasing new motor vehicles under a franchise agreement with a vehicle manufacturer.
- MV-6 application
- MV-6A application if applicable
- MV-6B application if applying for more than two (2) additional tags
- Vehicle inventory if not in business the previous year
- Photographs of sign, sales room or office and the lot
- Proof of publicly listed telephone number in Georgia
- Photocopy of proof of State of Georgia Tax ID number; **OR**,
- Photocopy of Georgia Sales Tax Certificate (form ST2)
- Photocopy of authorized agents' Georgia driver's license or Georgia ID card
- Check or money order for tag fee, franchise fee and mailing fee

### **Independent Dealer**

- An independent dealer means any licensed person with an established place of business in Georgia engaged in the business of buying, selling or exchanging used motor vehicles.
- MV-6 application
- MV-6A application if applicable
- MV-6B application if applying for more than two (2) additional tags
- Vehicle inventory if not in business the previous year
- Photographs of sign, sales room or office and the lot
- Proof of publicly listed telephone number in Georgia
- Photocopy of proof of State of Georgia Tax ID number; **OR**,
- Photocopy of Georgia Sales Tax Certificate (form ST2)
- Photocopy of Georgia Used Motor Vehicle Dealer's License
- Photocopy of authorized agents' Georgia driver's license or Georgia ID card
- Check or money order for tag fee and mailing fee

### **Used Parts Dealer**

- A used parts dealer means any person with an established place of business in Georgia engaged in buying, selling, or using motor vehicle parts, either as a used motor vehicle parts dealer, a motor vehicle dismantler, a motor vehicle rebuilder, a salvage pool dealer, or a salvage dealer.
- MV-6 application
- MV-6A application if applicable
- MV-6B application if applying for more than two (2) additional tags
- Vehicle inventory if not in business the previous year
- Photographs of sign, sales room or office and the lot
- Proof of publicly listed telephone number in Georgia
- Photocopy of proof of State of Georgia Tax ID number; **OR**,
- Photocopy of Georgia Sales Tax Certificate (form ST2)
- Photocopy of Georgia Used Motor Vehicle Parts License
- Photocopy of authorized agents' Georgia driver's license or Georgia ID card
- Check or money order for tag fee and mailing fee

## **Motorcycle Dealer**

- A motorcycle dealer means any person with an established place of business in Georgia engaged in the business of buying, selling or exchanging new or used motorcycles.
- MV-6 application
- MV-6A application if applicable
- Photographs of sign, sales room or office and the lot
- Proof of publicly listed telephone number in Georgia
- Photocopy of proof of State of Georgia Tax ID number; **OR**,
- Photocopy of Georgia Sales Tax Certificate (form ST2)
- Photocopy of authorized agents' Georgia driver's license or Georgia ID card
- Check or money order for tag fee and mailing fee

## **Mobile Home Dealer**

### **Trailer Dealer**

- A mobile home dealer means any person with an established place of business in Georgia engaged in the business of buying, selling or exchanging new or used mobile homes.
- A trailer dealer means any person with an established place of business in Georgia engaged in the business of buying, selling or exchanging new or used trailers.
- MV-6 application
- MV-6A application if applicable
- Photographs of sign, sales room or office and the lot
- Proof of publicly listed telephone number in Georgia
- Photocopy of proof of State of Georgia Tax ID number; **OR**,
- Photocopy of Georgia Sales Tax Certificate (form ST2)
- Photocopy of Georgia Fire Marshal's License (**mobile home dealers only**)
- Photocopy of authorized agents' Georgia driver's license or Georgia ID card
- Check or money order for tag fee and mailing fee

## **Motor Vehicle Manufacturer**

### **Motorcycle Manufacturer**

- A motor vehicle manufacturer means any person with an established place of business in Georgia who makes or assembles new motor vehicles.
- A motorcycle manufacturer means any person with an established place of business in Georgia who makes or assembles new motorcycles.
- MV-6 application
- MV-6A application if applicable
- Photographs of sign, sales room or office and the lot
- Proof of publicly listed telephone number in Georgia
- Photocopy of proof of State of Georgia Tax ID number; **OR**,
- Photocopy of Georgia Sales Tax Certificate (form ST2)
- Photocopy of authorized agents' Georgia driver's license or Georgia ID card
- Check or money order for tag fee and mailing fee

## **Motor Vehicle Distributor**

### **Motorcycle Distributor**

- A motor vehicle distributor means any person with an established place of business in Georgia under contract with a manufacturer that sells or offers to sell new motor vehicles to new motor vehicle dealers.
- A motorcycle distributor means any person with an established place of business in Georgia under contract with a manufacturer that sells or offers to sell new motorcycles to new motorcycle dealers.
- MV-6 application
- MV-6A application if applicable
- Photographs of sign, sales room or office and the lot
- Proof of publicly listed telephone number in Georgia
- Photocopy of proof of State of Georgia Tax ID number; **OR**,
- Photocopy of Georgia Sales Tax Certificate (form ST2)
- Photocopy of authorized agents' Georgia driver's license or Georgia ID card
- Check or money order for tag fee and mailing fee

## Transporter

- A transporter means any person with an established place of business in Georgia that transports mobile homes, manufactured housing and house trailers for others.
- MV-6 application
- MV-6A application if applicable
- Photographs of sign, sales room or office and the lot
- Proof of publicly listed telephone number in Georgia
- Photocopy of Georgia business license or Georgia Occupational license
- Photocopy of proof of State of Georgia Tax ID number
- Photocopy of authorized agents' Georgia driver's license or Georgia ID card
- Check or money order for tag fee and mailing fee

## Contact Information

Applications & Instructions	<u>Internet</u>	<u>Telephone Numbers</u>
Driver's License/ID Card	<a href="http://www.dor.ga.gov">www.dor.ga.gov</a>	404.362.6500 or 404.675.4947
Field Office of Registration & Licensing	<a href="http://www.dds.ga.gov">www.dds.ga.gov</a>	678.413.8400
Fire Marshal's License	<a href="http://www.dor.ga.gov">www.dor.ga.gov</a>	404.417.4490 (Tax liability questions)
Sales Tax ID/Certificate	<a href="http://www.gainsurance.org">www.gainsurance.org</a>	1.800.656.2298 or 404.656.2070
Used Car Board License	<a href="http://www.dor.ga.gov">www.dor.ga.gov</a>	404.417.6601
	<a href="http://www.sos.state.ga.us">www.sos.state.ga.us</a>	478.207.1460

## Mailing & Drop-Off Box Information

Mailing Address	Drop-off Box (Business Hours)*	Drop-off Box (After Hours)*
ATTN: Special Tags DOR/Motor Vehicle Division PO Box 740381 Atlanta, Georgia 30374-0381	White Mailbox Inside Lobby 1200 Tradeport Boulevard Hapeville, Georgia 30354	Metal Box Right of the Main Door Entrance 1200 Tradeport Boulevard Hapeville, Georgia 30354
	*Place applications, check or money order and required documents in envelope.	*Place applications, check or money order and required documents in envelope.
	To ensure timely delivery to the applicable office, mark the envelope, "Dealer Tag Application".	To ensure timely delivery to the applicable office, mark the envelope, "Dealer Tag Application".

<u>Schedule of Mailing Fees</u>		
<b>If you want your tags mailed to you, include the applicable fee based on the number of tags for which you applied. GADA has been notified and is aware of this charge.</b>		
1 Tag	\$	1.00
2 Tags	\$	2.00
3 Tags	\$	2.50
4 - 6 Tags	\$	5.50
7 - 9 Tags	\$	6.00
10 - 15 Tags	\$	6.25
16 - 20 Tags	\$	6.50
21 - 25 Tags	\$	6.75
26 - 30 Tags	\$	7.00